

Donegal County Council

Long Term Leasing Programme - Application Form

Instructions

As a minimum requirement, all information requested in this template should be completed. The local authority may return incomplete submissions. Completed templates should be sent directly to the relevant local authority and addressed to **Bernard McNeely at Donegal County Council, Three Rivers, Lifford, Co. Donegal**. The envelope should be clearly marked with the following text : "Expression of Interest for Long-Term Leasing Arrangements".

Guidance to Requirements of Long Term Leasing

- Subject to an assessment of need, suitability and technical assessment, the unit(s) submitted may be considered suitable for the long term leasing programme.
- Only **vacant** units should be submitted for consideration for the long term leasing programme.
- Only apartments with own front door may be considered (no shared areas).
- **If a letter of intent to lease is issued to the Applicant** following the completion of the assessment process, appropriate information will have to be provided in full prior to progressing to next stage of the process: *All information must be provided by Applicant/Owner at own cost.*
 1. Letter of compliance for planning fees/development charges/Part V
 2. Letter from lender stating that it is satisfied for owner/applicant to enter a lease agreement for the unit (s) with the Local Authority (where a mortgage exists)
 3. Letter from solicitor stating proof of ownership
 4. Evidence Local Property Tax is paid up to date, if applicable
 5. Planning Compliance Certificate
 6. Building Regs Compliance Certificate (for the time of construction)
 7. Homebond guarantee or warranty (for new builds)
 8. SEI Registered BER Certificate with minimum of a C1 rating per unit
 9. A valid eTax Clearance Certificate issued by the Revenue Commissioners.
 10. Health and Safety File (for units constructed after 2005)
 11. For apartments - Fire Certificate (in all cases) and Disability Access Certificate (if applicable)

Minimum additional requirements for units

Downstairs bathroom/toilet facility

Disabled access (Ramp access as per Part M of Building Regs)

Or where not present at time of submission, written confirmation that same will be provided if lease offered

Rent

The rent offered for the 10 year lease period will be the average market rent for the unit type in the area less 20% as a discount to take account of the tenant management and property maintenance responsibilities taken on by the local authority and the elimination of vacant unoccupied periods where a property owner would normally not receive a rent payment.

Note for Applicants/Property Owners resident in Northern Ireland (non Resident Landlords)

For property owners, who wish to long term lease their property in County Donegal to the Local Authority, please note if a lease agreement is entered into, 20% is deducted from the agreed discounted rent value each month prior to issue of cheque to the owner and said 20% is paid instead to the ROI Revenue as a tax. It will be the responsibility of the property owner to make an appropriate tax return to the ROI Revenue to seek to have same reclaimed.

1 - Contact details	
Property Owner's Name (Company or Individual)	
Owner's Address	
Address of property to be leased:	
Contact Number:	
Email Address:	

Additional information to be submitted with the Submission

Scale 1:2500 map of the site **YES** or **NO** (circle as appropriate)

Site layout map **YES** or **NO** (circle as appropriate)

House plan (s) **YES** or **NO** (circle as appropriate)

Planning Ref No : _____

Confirmation that downstairs toilet and access ramp will be provided (at owner's own cost) if lease offered : **YES** or **NO** (circle as appropriate)

Confirmation that unit is currently vacant : **YES** or **NO** (circle as appropriate)

2. Any other relevant information	

3. Number & description of rooms in the dwelling						
	Bedrooms	Living	Dining	Kitchen	Bathroom	Other
Upstairs						
Downstairs						

